



Saint Paul VISTA Program

**Recruitment and eGRANTS Guide
For New and Returning Supervisors**



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2011-2012 VISTA Recruitment Timeline

- **March 28th** – VISTA positions posted in eGRANTS
- **March-June** – Recruit and interview prospective VISTA members
- **June 8th** – Date by which a final VISTA candidate must be selected for your site and approved by the Saint Paul VISTA Program (approved candidates will meet with Program staff to complete pre-enrollment paperwork before being sent to the VISTA State Office for final approval)
- **June 24th** – On-site Orientation and Training Plans due to Saint Paul VISTA Program
- **August 2nd-5th** – VISTA members attend Pre-Service Orientation
- **August 8th-9th** – VISTA members attend Saint Paul VISTA Program Orientation
- **August 10th** – VISTA members' first day on-site, beginning of on-site orientation

eGRANTS Tutorial □ Part 1: Create an eGRANTS Account

Step 1: Navigate to <http://egrants.cns.gov>

3/26/2009, 6:42 PM, EST [help](#)

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**NATIONAL &
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SERVICE**

eGRANTS

LOGIN

User Name ?

Password ?

☐ Remember me

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

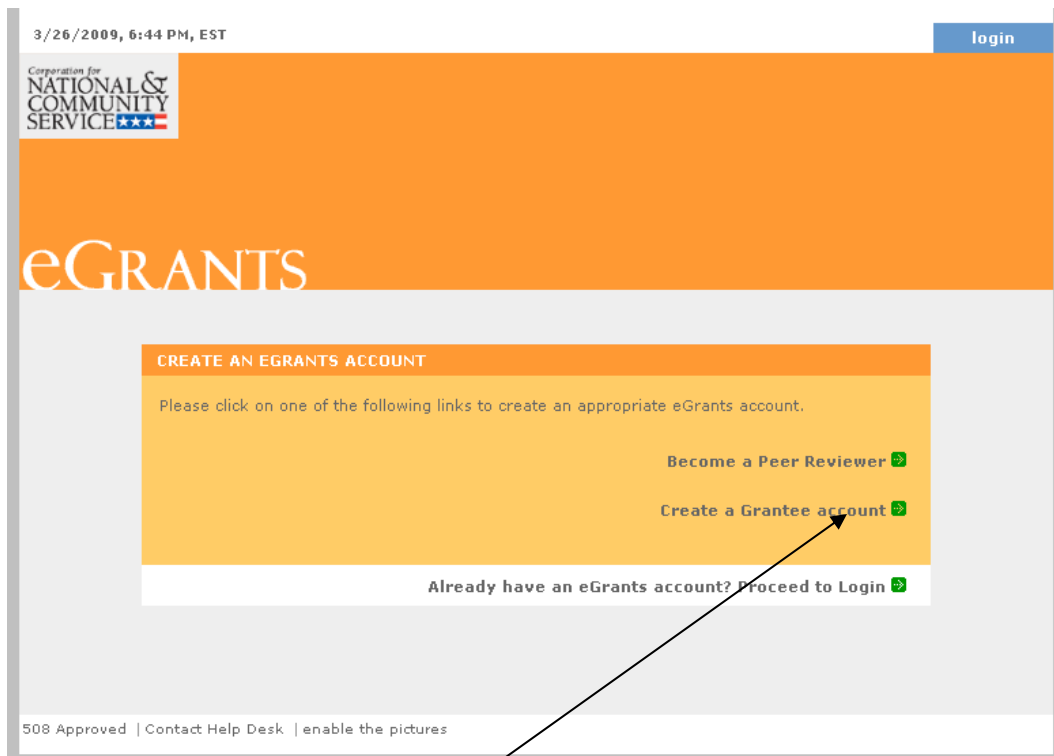
[Login to eGrants](#)

[Forgot your password? Get help](#)

[Don't have an eGrants account? Create an account](#)

[View system rules of behavior](#)

Step 2: Click on “Don’t have an eGrants Account? Create an account.”



Step 3: Click on "Create a Grantee account."



Step 4: Click on "This is my first time..."

eGRANTS

Welcome Guest

Become a Grant Applicant

cancel save next

Create New Profile Menu

Login Information

Enter EIN#

Select an Organization

Organization Information

Grantee Phone Numbers

Review and Submit

Login Information

Please enter your login information. Enter your name exactly as it appears on your government-issued identification. All questions marked with an asterisk (*) are required.

* First Name:

William

?

* Last Name:

Tully

?

Title:

Program Manager

?

* User Name:

William.Tully

(ex: rsmith, rsmith2004)

?

* New Password:

.....

?

* Retype New Password:

.....

?

* Password Question:

City of birth

?

* Password Answer:

Evanston

?

* Email:

william.tully@ci.stpaul.mn.us

?

* Retype e-mail:

william.tully@ci.stpaul.mn.us

?

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cancel save next

Step 5: Complete Login Information (with your information), then click “next.”

3/26/2009, 6:51 PM, EST logout

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eGRANTS

Welcome Caleb

Create New Profile Menu

- Login Information
- Enter EIN#**
- Select an Organization
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Become a Grant Applicant

[back](#) [next](#)

Enter EIN #

Please enter your organization's EIN#.

Enter your EIN #:

[back](#) [next](#)

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Step 6: Enter EIN #: 416005521 and select "next."

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eGRANTS

Welcome Program

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization**
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Become a Grant Applicant

[back](#) [next](#)

Select an Organization

Your EIN# already exists in our record of organizations. Please make a selection below, and click next to proceed, or back to try another EIN.

List of Organizations with EIN# 416005521

- ☒ Create a new organizational profile for EIN# 416005521.

OR select an existing org below

- ☒ City of St. Paul - Saint Paul, MN
- ☐ City of St Paul - Saint Paul, MN
- ☐ City of St. Paul - St. Paul, MN

[back](#) [next](#)

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Step 7: Select City of St. Paul ☐ Saint Paul, MN (first listing). Then select "next."

NOTE: If you select the 2nd (lower) City of St. Paul listing, your account will not be created.

3/25/2011, 10:44 AM, EDT

logout

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eGRANTS

Welcome William

Create New Profile Menu

Login Information

Enter EIN#

Select an Organization

Organization Information

Grantee Phone Numbers

Review and Submit

Become a Grant Applicant

back

save

next

Organization Information

Please review your selected organization's information. Click on the "next" button to proceed to the login information.

Please return to the "Select an Organization" page to select another organization. You can also start new by entering a new EIN# in the "Enter EIN#" page.

City of St. Paul: EIN# 416005521

DUNS #: 961663390-
Organization Type: Local Government - Municipal
Organizational Characteristics: Local Government, Municipal
Address: 15 Kellogg Blvd W, Saint Paul, MN 55102
Phone: 651-266-8582
Fax: 651-266-8521
Email: william.tully@ci.stpaul.mn.us

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back

save

next

3/26/2009, 6:56 PM, EST

logout

Cooperation for

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eGRANTS

Welcome Caleb

Create New Profile Menu

Login Information

Enter EIN#

Select an Organization

Organization Information

Grantee Phone Numbers

Review and Submit

Become a Grant Applicant

back

save

next

Grantee Phone Numbers

Please enter your phone/fax information below. All questions marked with an asterisk (*) are required.

* Daytime Phone: ext.

Evening Phone:

Fax:

Cell:

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back

save

next

3/25/2011, 10:46 AM, EDT

logout

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eGRANTS

Welcome William

Become a Grant Applicant

submit

Create New Profile Menu

Login Information

Enter EIN#

Select an Organization

Organization Information

Grantee Phone Numbers

Review and Submit

Please review and submit your information

Please review your information and click on the "edit" to make any changes.

Organization: City of St. Paul

EIN #: 416005521

DUNS #: 961663390-

Organization Type: Local Government - Municipal

Organizational Characteristics: Local Government, Municipal

change

Username: williamtully

Password Question: City of birth

Answer: Evanston

Email: william.tully@ci.stpaul.mn.us

edit

Daytime Phone: (651) 266-8582

edit

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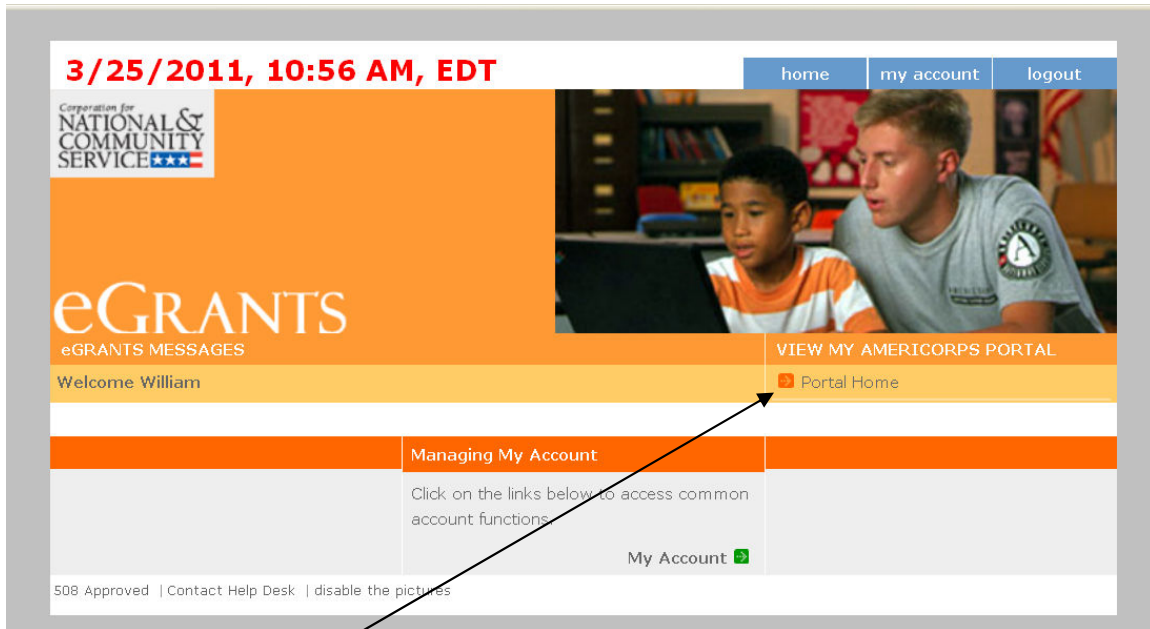
submit

Step 10: Review your information, then select “submit” and wait to be notified of approval.

eGRANTS Tutorial □ Part 2: Member Recruitment and Selection

Step 1: Complete VISTA Site Assignment Description (submit to william.tully@ci.stpaul.mn.us electronically)

Step 2: Visit <http://egrants.cns.gov>. Log into system, using personalized username and password. For username/password questions, click “Forgot your password? Get help.”



Step 3: Click on “Portal Home” (might also read “Recruitment (# Member Applications)”)

03/26/2009 02:58 PM

home my account help logoff

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eGRANTS

RECRUITMENT WORKBASKET

Service Opportunities

Search For Applicants

Search For Applicant Submissions

Pending Application Submissions

Results 1 Through 7

Your search returned 7 results.

Name	Listing	Date Submitted	Status	Date Available	
Roy Jackson	ARTS-Us - City of Saint Paul VISTA	10/16/2008	Under Review	11/09/2008	print

Step 4: Search for your site's applicants, by "Listing." Please ONLY view the candidates who have applied directly to your VISTA project (you will see applicants who have applied to ALL Saint Paul VISTA Program projects).

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eGRANTS

RECRUITMENT WORKBASKET

Service Opportunities

Search For Applicants

Search For Applicant Submissions

Pending Application Submissions

Results 1 Through 7

Your search returned 7 results.

Name	Listing	Date Submitted	Status	Date Available	
Roy Jackson	ARTS-Us - City of Saint Paul VISTA	10/16/2008	Under Review	11/09/2008	print

Step 5: View Entire Application

- Click on "print" to view a summary of the application you'd like to review. Please note: this summary view does not include the required reference forms, so you'll need to retrieve these forms separately (see step 6).

03/26/2009 02:58 PM

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eGRANTS

RECRUITMENT WORKBASKET

- Service Opportunities
- Search For Applicants
- Search For Applicant Submissions
- Pending Application Submissions

Results 1 Through 7

Your search returned 7 results.

Name	Listing	Date Submitted	Status	Date Available	
Roy Jackson	ARTS-Us - City of Saint Paul VISTA	10/16/2008	Under Review	11/09/2008	print

Step 6: To retrieve an applicant's reference forms, click on the applicant's name.

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eGRANTS

View Application - Roy Jackson

Basic Information	Education	Experience & Skills	Community Service	Motivational Statement	Criminal History	References	Sponsor Recommendation / Rejection
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Step 7: Click on "References" tab.

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Corporation for
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SERVICE

eGRANTS

View Application - Roy Jackson

Basic Information	Education	Experience & Skills	Community Service	Motivational Statement	Criminal History	References	Sponsor Recommendation / Rejection
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These are the references that were submitted with this application. If a reference has not been completed, you may send a request reminding the reference to complete the form by clicking the "send reminder" link. Alternatively, you may override the reference by clicking on the reference name and completing the override form once you have contacted the reference and received feedback from him or her.

Name ▶	Relation ▶	Created ▶	Modified ▶	Completed ▶
Sina Black	Co-Worker	10/16/2008 02:07 AM	10/24/2008 10:04 AM	Yes
Marcia Avner	Met as part of Wellstone Fellows program	10/16/2008 02:13 AM	10/23/2008 01:57 PM	Yes

Step 8: Click on each reference's name (if completed) to view and/or print individually. If the reference has not yet completed the reference form, ask the applicant to follow up with his/her reference. VISTA applications are not considered complete until both references are completed.

Step 9: Contact and interview qualified applicants, either in person or on the phone.

- See the document "2011-2012 Interview Tips and Sample Questions."

Step 10: Prepare to make a "tentative" offer to a candidate.

- First, be sure that you have reviewed a candidate's application, completed reference forms, and conducted an interview.
- Notify Saint Paul VISTA Program staff of your intention.
- You will be given an "Evaluation of VISTA Applicant" form, to be submitted electronically.
- Saint Paul VISTA Program staff will review and respond to you with feedback and initial approval or non-approval.

Step 11: Make a "tentative" offer to a candidate

- After receiving initial approval from VISTA Program staff, contact the candidate and make a "tentative" offer, explaining that final approval is dependent on VISTA State Office approval, and successful completion of a background check.

My AmeriCorps (Grantee) - Vie...

3/25/2011, 11:08 AM, EDT

home my account help logoff

Corporation for
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eGRANTS

Welcome William

Portal Home

Search Potential Applicants

Search Submitted Applications

Recruitment Workbasket

View Application

View Application - Annie Perkins

Basic Information Education Experience & Skills Community Service Motivational Statement Criminal History References Sponsor Recommendation / Rejection

To extend an offer to an applicant, all reference responses must be completed as well as all required fields on this form. Any information you provide below will not be saved until you click "select", so please refrain from completing this form until you are prepared to select this applicant. Please note that (*) denotes a required field. To reject an applicant, you may just click "reject."

select reject

Lists of Acceptable Documents

List A OR List B AND List C

Documents that establish both identity and service eligibility

Documents that establish identity

Documents that establish service eligibility

Document ID from list A:

Document ID from list B:

Document ID from list C:

Note: Do not fill out the ☐ Sponsor Recommendation / Rejection ☐ section for any applicants. Saint Paul VISTA Program staff will complete this section prior to sending any final applicants to the CNCS State Office for approval.

If you have any questions, contact the Saint Paul VISTA Program:

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651.266.8582